

**APPLICATION INSTRUCTIONS FOR  
REGISTRATION OF A PROFESSIONAL CORPORATION  
STATE FORM 10555**

**APPLICATION FEE - \$25.00**

**NOTE: TO BE APPROVED AS A PROFESSIONAL CORPORATION, ALL DIRECTORS, OFFICERS, EXCEPT FOR THE SECRETARY AND TREASURER, AND SHAREHOLDERS MUST BE LICENSED IN INDIANA OR ANOTHER STATE. PLEASE INDICATE ON THE APPLICATION IF YOU WILL BE THE SOLE DIRECTOR, SHAREHOLDER, AND OFFICER,**

1. A professional corporation may render professional services only through individuals permitted to render such services in Indiana. *[Indiana Code 23-1.5-1-11 and 23-1.5-2-5]* Professional service means any type of service that may be legally performed only by:
  - (a) An accounting professional\*;
  - (b) An architectural, landscape architectural, land surveying and/or engineering professional; or
  - (c) Real estate professional.

\*Pursuant to IC 25-2.1-5, a professional corporation must also obtain a permit to practice accountancy as a firm. See IC 25-2.1-5 of the accountancy statute regarding the requirements for a permit to practice accountancy.
2. List the names and addresses of all the shareholders. State the type of license held, state of licensure, and registration number. **However, a domestic professional corporation or a foreign professional corporation admitted to render professional services in Indiana shall have at least one (1) shareholder that is licensed in Indiana. *[Indiana Code 23-1.5-2-3 and 23-1.5-2-9]***
3. List the names and addresses of all the directors. State the type of license held, state of licensure, and registration number. *[Indiana Code 23-1.5-2-4 and 23-1.5-2-9]*
4. List the names and addresses of all the officers. State the type of license held, state of licensure, and registration number. The secretary and treasurer also need to be listed but are not required to be licensed in Indiana or another state. *[Indiana Code 23-1.5-2-4 and 23-1.5-2-9]*
5. The shareholder affidavit must be signed by the Indiana licensed shareholder.
6. Submit a registration fee of twenty-five dollars (\$25).

Once the licensing authority has approved the proposed professional corporation, the Indiana Professional Licensing Agency ("IPLA") will issue a certificate of registration. The incorporators shall then present the certificate of registration to the secretary of state at the time the article of incorporation are presented for filing. *[Indiana Code 23-1.5-2-9]*

A professional corporation shall file a copy of its articles of incorporation, certified by the secretary of state, with IPLA. **YOU WILL NOT BE ISSUED A LICENSE UNTIL YOU HAVE SUBMITTED A COPY OF YOUR ARTICLES OF INCORPORATION CERTIFIED BY THE SECRETARY OF STATE TO OUR OFFICE.**

**OVER →**

Please mail completed application to the address below:

**INDIANA PROFESSIONAL LICENSING AGENCY  
ATTN.: INDIANA BOARD OF ACCOUNTANCY  
402 WEST WASHINGTON STREET, ROOM W072  
INDIANAPOLIS, INDIANA 46204-2700**

In addition, the professional corporation shall file certified copies of all amendments to its articles of incorporation and notify IPLA of a change in ownership or change in business address within thirty (30) days after the date of the change. *[Indiana Code 23-1.5-3-6(a) and (b)]*

**PLEASE COMPLETE THE APPLICATION IN ITS ENTIRETY TO AVOID ANY UNNECESSARY DELAYS  
IN THE PROCESSING OF YOUR APPLICATION**